

Work Sample Index

OMB No. 3135-0112
Expires 02/28/05

Refer to "How to Prepare and Submit an Application" and the instructions that follow this form. List the work(s) submitted as part of your application package in the order in which you want them reviewed.

If more than two work samples are submitted, you may copy this blank form or reproduce it on your computer (please keep to the original format). Label additional samples C, D, E...

Applicant (official IRS name):

WORK SAMPLE A

1. **Format (check one):** Slides Books/publications Audio cassette CD DAT DVD
 VHS 3/4" video cassette CD-ROM Other _____

2. **List selections/describe contents**
(Where appropriate, indicate title of work/artists, etc. Attach an additional sheet(s) if necessary):

3. **Principal production credits:**

4. **Date work(s) completed:**

5. **Running time of complete work:**

6. **Length of submitted sample:**

7. **Relationship of work sample to the project:**

8. **Special instructions** (Include cue information or real elapsed time, indicating the start of each selection):

WORK SAMPLE B

1. **Format (check one):** Slides Books/publications Audio cassette CD DAT DVD
 VHS 3/4" video cassette CD-ROM Other _____

2. **List selections/describe contents**
(Where appropriate, indicate title of work/artists, etc. Attach an additional sheet(s) if necessary):

3. **Principal production credits:**

4. **Date work(s) completed:**

5. **Running time of complete work:**

6. **Length of submitted sample:**

7. **Relationship of work sample to the project:**

8. **Special instructions** (Include cue information or real elapsed time, indicating the start of each selection):



How to Submit Work Samples

Work samples are crucial for evaluating the artistic quality of your project. Please take the time to select samples that communicate effectively the range and quality of your proposal.

Panelists generally spend no more than five minutes on the work sample(s) for each application. If you are submitting more than one sample, list your samples on the Work Sample Index in the order in which you want them reviewed. Label each sample clearly with the name of the applicant and the corresponding Work Sample letter from the Work Sample Index. Where relevant, label both the cassette or disc, and its container.

Where relevant, cue your submission(s) to the start of the sample(s) to be reviewed, and include cue information on the Work Sample Index. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

The Arts Endowment will attempt to return your work sample. However, we cannot be responsible for any loss or damage.

Specific Instructions for Certain Types of Work Samples

Audio and video cassettes: List each different cassette as **one work sample on the Work Sample Index form**. Place the selection(s) in priority order, with those that you would most like reviewed at the beginning of the tape. **Indicate the accumulated elapsed real time of each.** For example, starting at the beginning of a 15-minute tape, Selection 1 would be indicated as 00:00. If five minutes elapse from the beginning of the tape to where the second selection starts, Selection 2 would be indicated as 05:00, etc.

Audio cassettes: Work may be submitted on an audio cassette or on DAT (digital audiotape). Use high bias chrome or metal tapes; do not use voice quality tapes unless you are applying for a spoken-word project. Note on the cassette whether or not you have used a noise reduction system and indicate what kind. Record works on one side only. For DATs, program a separate track for each selection on the tape.

Video cassettes: Tapes must be 1/2 inch VHS or 3/4 inch cassette, recorded at standard play speed. Samples must be in NTSC format and not in PAL format.

Compact discs: List each different CD as **one work sample on the Work Sample Index form**. Place each selection on a separate track. Indicate the track number(s) that you want reviewed in priority order.

CD-ROMs or DVD-ROMs: List each different CD-ROM or DVD-ROM as **one work sample on the Work Sample Index form**. Discs should be formatted for viewing on both MacIntosh and PC platforms. Include information on required software, if appropriate, and outline the navigation path to be followed or list the files(s) to be reviewed in priority order. Include instructions on how to open the files.

Advanced technology: For Web sites, list the URLs for pages to be shown. Include information on any required plug-ins and outline the navigation path to be followed. For other types of projects call the Media Arts staff at 202/682-5738 for guidance in preparing a submission.